Editing a Review Form

This is a walk-through of the process of editing and adding items to a review form.

1. Editing a Review Form

After creating a review form, you should be able to see the new review form listed in the **"Review Forms"** box. By selecting the blue arrow to the right of the form's title, you will get a dropdown menu with the option to copy, preview, delete, and most importantly, edit your new review form. Select the **"Edit"** option in order to complete your review form.

Review Forms			Order	Create Review Form
Title	In Review	Completed		Active
▶ Review Form 1	0	0		☐
▶ Article Form	0	0		☐
▶ Review Form 2	0	0		☐
▼ Review Form Version 2	0	0		☐
Edit Copy Preview Delete				

This will open the **"Review Form"** tab for this form. From this tab, you can title the form and add a description and instructions. Once you've completed the instructions, you will want to add items to the form. Click the "**Form Items**" tab.

Edit   ✕

Review Form   **Form Items**   **Preview Form**

Title *

Review Form Version 2

Description and Instructions

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Instructions to Reviewers

Please provide a numeric rating on a 5-point scale for each question (5=highest; 1=lowest), along with a brief rationale for each rating. In doing so, please discuss both the strengths and the weaknesses of each paper so that the editors can understand your reasoning in the event that other reviewers arrive at different rating.

* Denotes required field

Save   Cancel

Select **"Create New Item"** in the right corner of the **"Form Items"** box to view your options.

Edit   ✕

Review Form   Form Items   **Preview Form**

Form Items   **Create New Item**

No Items

Use the **"Create New Item"** window to describe your review item and determine its type. Check "Reviewers required to complete item" if you want to make a review item mandatory. If you want a review item to be optional, do not check this box.

Create New Item

Item *

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Description

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☐ Reviewers required to complete item

☑ Included in message to author

| Choose item type ▼ |

Item type *

Response Options   Add Item

No Items

* Denotes required field

Save   Cancel

2. Item Types

The available item types are listed in the "**Choose item type**" drop down menu. These items will appear below the description and instructions, and can be used to ensure that the reviewers have properly read, understood, or completed certain tasks. Most items should be phrased as a question that reviewers can respond to, allowing you to get a sense of how well the reviewer followed the form's instructions as well as compiling the opinions and notes of the reviewer on the submission being reviewed.

Item types allow you to request feedback from reviewers in a number of ways. With the "**Extended text box**" type, for example, you can create questions that allow for extended responses from your reviewers.
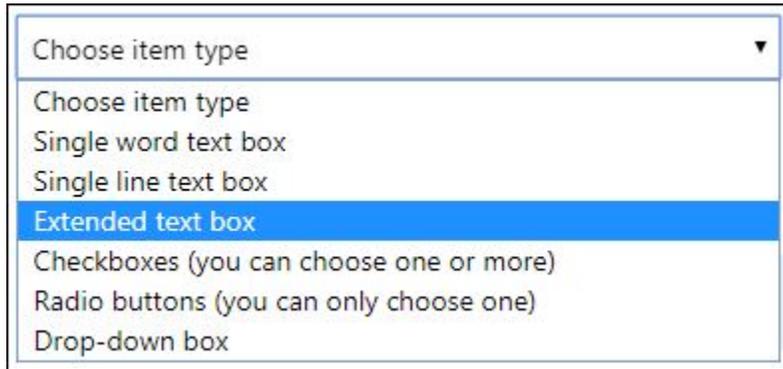
To create an extended text box, enter your question in the "**Item**" text box. You can also enter additional info in the "**Description**" text box if necessary. Use the check boxes below the "**Description**" text box, if you wish to require reviewers to complete this item or if you want to include the reviewer's response in a message to the author.

Create New Item

Item *

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Please summarize the paper in a few sentences for the editors (text field):|

Description

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☑ Reviewers required to complete item

☐ Included in message to author

| Extended text box   ▾ |

Item type *

After you complete and save your item, you will be able to see it in the **"Form items"** tab. The **"Preview Form"** tab allows you to see the form as it will appear to your reviewers.

3. Adding Additional Items to the Review Form

To add a second question, go back to the **"Form Items"** tab and select **"Create New Item"**. Enter your question in the "**Item**" text box and select **"Drop-down box"** this time.

Edit ✖

Item *

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Are all required components included in the abstract? (5=Definitely yes; 1=not at all):

Description

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☑ Reviewers required to complete item

☐ Included in message to author

| Drop-down box ▼ |

Item type *

Response Options   **Add Item**

To allow reviewers to provide a numeric rating on a 5-point scale for each question (5=highest; 1=lowest), add items 1 through 5 by clicking **"Add Item"** in the **"Response Options"** below the **"Item type"** box. After you complete and save your item, you will be able to see it in the **"Form items"** tab and view it on the completed form in the **"Preview Form"** tab.

Drop-down box	▼

Item type *

Response Options	**Add Item**
5	✖
4	✖
3	✖
2	✖
1		

You can now add a third item to allow your reviewers to provide a brief rational for their rating. Go back to the **"Form Items"** tab and select **"Create New Item"**. Enter your question in the "**Item**" text box and select **"Single line text box"** this time because you only need a brief response from your reviewer.

Create New Item

Item *

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Please provide a brief rationale for your rating.

Description

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☑ Reviewers required to complete item

☐ Included in message to author

| Single line text box ▾ |

Item type *

You might want to add another question that uses radio buttons. To add a fourth item, go back to the **"Form Items"** tab and select **"Create New Item"**. Enter your question in the "**Item**" text box and select **"Radio buttons"** this time.

Create New Item

Item *

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How would you assess the methodology of the submission?

Description

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☑ Reviewers required to complete item

☐ Included in message to author

| Radio buttons (you can only choose one) ▾ |

Item type *

To allow reviewers to choose between ratings from "Very Strong" to "Poor", add 5 radio buttons by clicking "Add Item" in the "Response Options" below the "Item type" box. After you complete the response options and save your item, you will be able to see it in the "Form items" tab and view it on the completed form in the "Preview Form" tab. Click the "Preview Form" tab to see how the form as it will appear to your reviewers now.

4. Activating a Review Form

When you have completed a review form and wish to include it in future review requests, click the **"Active"** checkbox in the **"Review Forms"** box.

When you check the **"Active"** box on a review form, you will receive a reminder. It is important to remember that once an active review form has been assigned to a review, you cannot deactivate until the **review** process is completed.

5. Deleting Review Forms

Once a Review form is assigned to an article that is being processed, you will you will no longer be able to edit or delete it because that would change the record for existing reviews using that form.

Notice that "Review Form Version 2" is "Active" and "In Review" while "Review Form 1" is not assigned to any articles. Because "Review Form Version 2" has been assigned to an article, its drop down menu will not give you the option to "Edit" or "Delete" the form.

If you want to make changes to the review form after it has been assigned to an article, you can copy the existing form and create a new updated version.

Review Forms

Title	In Review	Completed	Active
▼ Review Form Version 2	1	0	☑
Copy Preview			
▼ Review Form 1	0	0	☐
Edit Copy Preview Delete			

Questions? Contact us at iusw@indiana.edu.